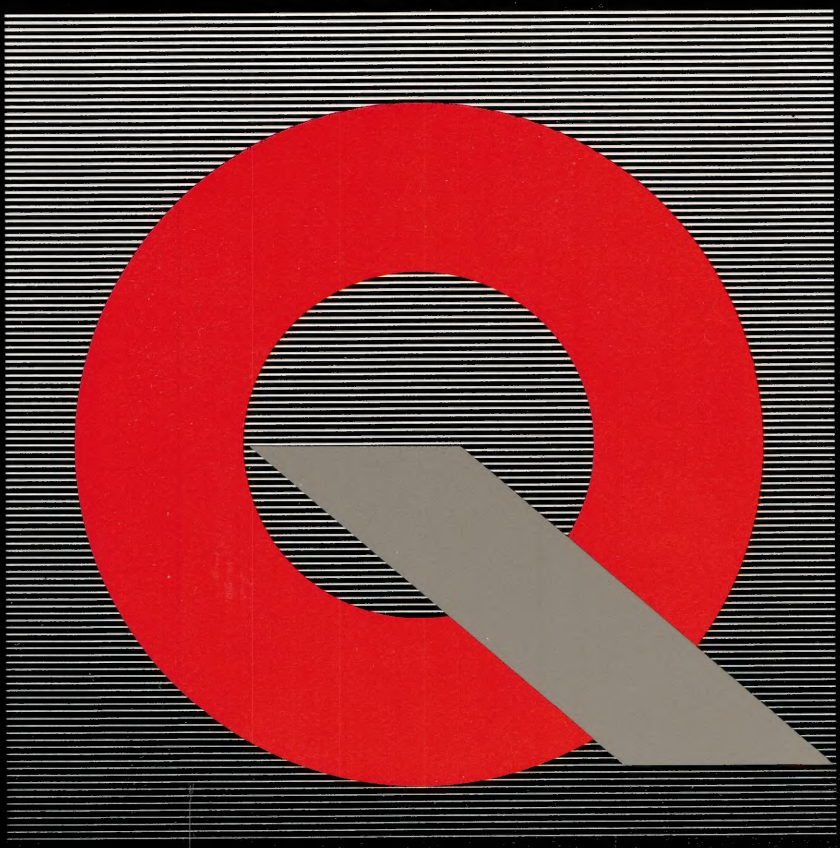
QUIKSAVE

USER'S GUIDE



QuikSave
User's Guide

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Release 2.1

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INTRODUCTION

Welcome To The QuikSave Backup System!

QuikSave is more than just a backup program, QuikSave is a backup system that can make life easier for you. Now you can set a backup schedule once and relax. QuikSave will do the rest, monitoring your backup schedule constantly, and reminding you and others using your computer when its time to backup. How many times have you asked yourself- When was the last time I backed up? With QuikSave you'll never have to ask that question again! In an instant QuikSave's status screens will tell you the date of your last backup, how many files have changed since then, and when you are scheduled to backup again.

When it's time to backup, QuikSave will do it fast, backing up 10 megabytes in less then 8 minutes. QuikSave's advanced error correction will assure you of reliable backups, correcting up to 3200 errors per floppy disk and making sure your data is protected even after the backup is complete. In addition to protecting the data on your floppies, QuikSave will even help maintain the integrity of your hard disk. It's unique "DiskChek" feature works with your DOS "CHKDSK" program to automatically detect and correct "bad cluster" errors before total failure can occur.

As you use QuikSave, you will learn how to determine what files you should backup, and what files you should not backup. That's right, we said you will learn what files you should not back up! It is non-productive and time consuming to continue to backup files that you could replace even if your hard disk crashed. What kind of files are we talking about? When you purchase a software program, you receive master program disks containing executable files necessary to run the program. As long as you have your master disks, you already have a backup. This is an example of a category of files we call "No-Risk" files.

Obviously all of your files are at risk until you have a reliable backup for them. When you are sure that all of your files are backed, up you can start categorizing your files as either "No-Risk" files, or "At-Risk" files. A "No-Risk" file is typically a program file which does not change, therefore a master diskette

or backup disk can be used to restore it to the hard disk at any time. Once you are certain that you have a reliable backup for these files stored somewhere safe, you can use QuikSave's Include/Exclude feature to exclude these non-changing files from your total backups. This will save you a tremendous amount of time backing up your system. Depending upon the amount of program files you have, you may find that the time required to do a total backup will decrease by as much as 60% over redundant type backups.

We recommend doing a total backup of your hard disk at least once per month and keeping it separate from your weekly or incremental backups. If you do not have master disks for your program files, you can use QuikSave to create a separate backup of these files to serve as your master disks.

QuikSaves Include/Exclude feature will also make sure that your critical "At-Risk" files are fully protected. The "At-Risk" files are typically data files that are constantly changing. These are the files which must be backed up frequently due to the fact that they are constantly changing. To neglect backing up these files for even a short period of time can be very risky, so we recommend that you use QuikSaves Include/Exclude, and "Warning" features to make sure these files are backed up at least once per day.

As you proceed through this manual, you will learn how QuikSave can help you reduce the time required to backup while making sure that your backup schedules are maintained. That's why we call QuikSave a "Backup System",not just another backup program. We hope you enjoy using QuikSave as much as we have enjoyed developing it.

FEATURES

- Warning Screen- Reminds you, and up to 8 other users when backup schedules are overdue. You select the proper frequency for your backups and QuikSave's warning screen comes up automatically when you or anyone else has forgotten to backup on schedule.
- Status Screens- Provides instant information about your computers backup status such as; date of last backup, files that have changed since the last backup, number of bytes not backed up. You can get a status report at any time by running QuikSave's "ChekStat" status program.
- DiskChek- This feature works with your DOS "CHKDSK" program to automatically maintain the integrity of your hard disk. DiskChek can be set to automatically run "CHKDSK" each time you boot up your system, and will detect and correct hard disk errors before continued neglect can cause total disk failure.
- Fast Backups- QuikSave is lightning fast! You can backup 10 megabytes of data in less than 8 minutes on PC's and less than 4 minutes on AT's.
- Advanced Error Correction- QuikSave can correct up to 3200 errors per floppy disk, thereby providing you with reliable backups that will stay reliable even after the the backup is complete.
- Super Verify Option- QuikSave's verify function actually compares the data on your backup floppies with the data on your hard disk, unlike the DOS verify function which only verifies that the disk can be read without error.
- Formats While Backing Up- QuikSave actually formats, and backs up disks simultaneously in one step, thereby saving you a tremendous amount of time.

- Detects Bad Disks- QuikSave will automatically detect errors in your floppy disks and will allow you to replace a defective disk with a good disk without stopping the backup.
- Date/Time- Helps to ensure that a correct Date is entered at boot up time.

HOW TO USE THIS MANUAL

To fully understand the QuikSave Backup System, you should read this manual thoroughly. However, we realize that many people simply don't read manuals. For those people we suggest that you read the "Installation" chapter, and review the "Quik And Easy" tutorial located in the back of the manual.

CONVENTIONS

Throughout this manual we will refer to your hard disk as drive "C" although this may not be the letter assigned to your drive. All user-entered text is shown in **Bold** print, and may be typed in either upper or lower case letters. Requests for the user to perform an action are shown in *Italics* and are preceded by a >> symbol. The Enter key (sometimes referred to as the Return key) is shown as follows:

<Enter>

TERMS YOU SHOULD KNOW

Incremental Backup- This is a backup of all files that have been modified, or created since your last backup. In order to perform an "Incremental" backup with QuikSave, you must first perform a non-incremental backup so that QuikSave can set the "Archive" bits for each file specified in the backup.

Archive Bit- The DOS "Archive" bit helps to make Incremental backups possible. Whenever a file is backed up by QuikSave, a "bit" is set in the file which indicates that the file has been backed up. This bit is called the "Archive" bit. Whenever a file is written to, or created, the "Archive" bit is reset to indicate that the file needs to be backed up.

Total Backup- A total backup is a backup of all the directories and files on your hard disk.

Configuration Identifiers- QuikSave allows you to create up to 9 different configurations which determine how a backup, restore, or verify function is to be performed. Each of the 9 configurations can be assigned a name or "Configuration Identifier".

Functions- There are three basic functions of the QuikSave program- Backup, Restore, and Verify.

At-Risk Data- All data that cannot be replaced in the event of a hard disk crash is considered "At-Risk" data. Files which are more likely to be "At-Risk" files are the files that are constantly changing.

Backup Schedule- A schedule you set to control the frequency of backups for any of the 9 backup configurations. QuikSave automatically monitors your schedules, alerting you when any backups are not performed within the specified time limits

No-Risk Data- This is data that is backed up, and is not subject to change. *Note: This data is usually comprised of non-changing program files that can easily be replaced at any time due to the fact that you have reliable backups of this data.*

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SYSTEM REQUIREMENTS

QuikSave requires an IBM PC,XT,AT or 100% IBM compatible with a minimum of 256K of internal memory. You must have approx. 250K of available storage on your hard disk to install QuikSave.

THE INSTALL PROGRAM

QuikSave is easy to install and requires only a few minutes of your time. Before you begin installing QuikSave, you should know what the installation procedure does. QuikSave's "Install" program automates the installation by performing the following functions:

- Creates a QuikSave sub-directory on your hard disk and copies all of the QuikSave program files into that directory. Make sure you have sufficient space (Approx. 250K) on your hard disk before you install QuikSave.
- Automatically configures itself for the level of data protection best suited to your specific needs. Should your requirements change at a later date, you can re-install QuikSave and change the level of data protection.
- Automatically determines the number of floppy drives in your system as well as their speed and capacity. This information will be used to configure QuikSave to your specific system requirements.
- Creates and/or modifies two files: "Config.Sys" and "Autoexec.Bat". These files are used by DOS to set system characteristics when you boot up your computer. For more information about these files, see Appendix "A" and your DOS manual. *Note: If you do not want your existing*

"Config.Sys" or "Autoexec.Bat" files to be modified, you will have to manually edit these files using a text editor or word processing program. See Appendix "A" for information on how to do this.

- Tests your computers floppy disk controller chip. A small number of computers have defective floppy disk controller chips which will not allow the high speed data transfers that QuikSave requires to achieve its super fast backups. If your computer fails this test, QuikSave will automatically configure itself to run at a slower speed. You will also be notified about an inexpensive fix for this problem.

Once QuikSave has been successfully installed in your system, you will be given the opportunity to backup your hard disk. This is a simple way to show you how easy it is to use QuikSave. If you elect to perform the backup, you will need an adequate supply of blank floppy disks.

QuikSave is shipped with a default configuration which will back-up all files and directories of drive "C". To start a backup you simply press the "F10" key, set the date, and begin inserting blank floppy disks. (Figure on Approx. "2 1/2" disks of 360KB capacity for each megabyte of data, and "1" 1.2 meg floppy per megabyte of data.) The disks you use need not be formatted, however we recommend that you label each disk in numerical sequence before you start the backup.

!! Important Notice !!

The red light on your floppy disk drive(s) will stay on while you are changing disks . This is normal for QuikSave and will allow for faster disk changes.

INSTALLING QUIKSAVE

Make sure the default drive is the hard disk you want QuikSave installed on.

>>Insert the QuikSave disk into the "A" drive(the 1.2 megabyte drive in an AT is usually drive "A" and will work just fine). Close the drive door and type:

C:>**A:INSTALL**

The QuikSave install program will come up and begin asking you a series of questions. Follow the directions carefully until the installation is complete. You can abort the installation program at any time by holding down the "Ctrl" key while simultaneously pressing the "Break" key.

LEARNING QUIKSAVE

Before you start using QuikSave, it is important to familiarize yourself with QuikSave's "Status" screens and "Operational" screens as well as other aspects of QuikSave's operation. The "Status" screens provide you with "Warnings" as well as instant-up-to-date information about your computers backup status and the status of your backup schedules. The more you use QuikSave, the more you will see how valuable this information is in helping you to maintain current, reliable backups of your data.

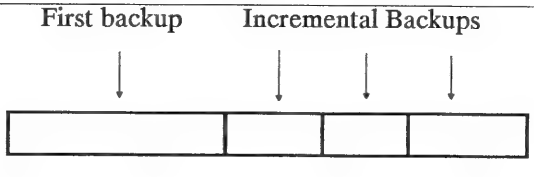
The Operational screens are comprised of "Configuration" screens and "Operator Input" screens. The Configuration screens allow you to set various options which will determine how the Backup, Restore, or Verify function is to be performed. The Operator Input screens provide you with the prompts and messages needed to perform the selected function as well as important performance statistics. As you proceed through this manual, we will describe in detail the various aspects of the Status screens and Operational screens,and demonstrate how they collectively make up the QuikSave Backup System.

THE CATALOG FILE

The Catalog File is a file created by QuikSave that contains important information about your backups. It is easier to understand the function of the Catalog File when you understand how QuikSave keeps track of the files on your backup disks. Each backup disk contains a directory of all of the files stored on that disk, plus other information such as size of files, dates, etc.

The Catalog File is primarily a compilation of the directories on your backup disks. When you perform your first "Full" or "Total" backup with QuikSave, a catalog file is created and named after the selected configuration. As an example, if you backed up your entire hard disk using QuikSaves default "Total" configuration, a catalog file named "Total.Cat" would be created. This file would be saved to your last backup disk and to the QuikSave sub-directory of your hard disk.

An "Incremental" backup of the "Total" configuration would cause QuikSave to append the "Total.Cat" file with the file information relating to the Incremental backup. Information about each sucessive Incremental backup would then be added to the catalog file causing it to continue to expand in size. (See Fig. 1A) It is for this reason that we recommend that you periodically perform a "Full" or non-incremental backup which will erase the old catalog file and replace it with a new catalog file.



Catalog File Fig. 1A

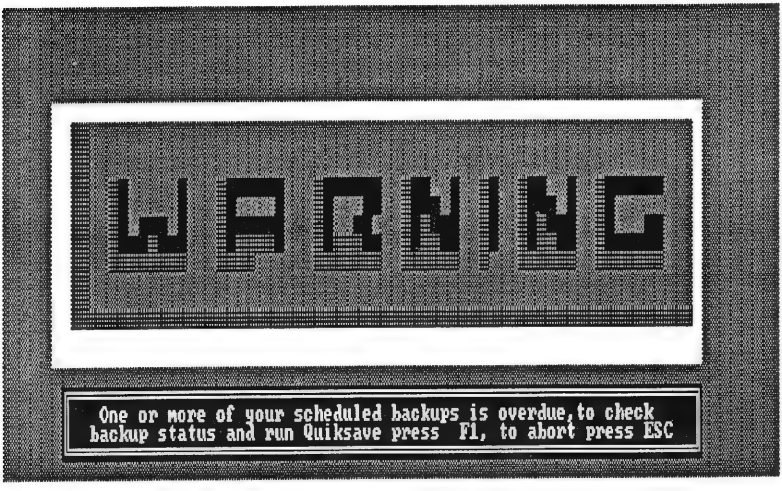
The main purpose of the catalog file is to keep an accurate directory of the files stored on each one of your backup disks. This can be very useful when you are trying to restore or verify a particular file and you are not sure which backup disk contains the

file. The "Display Hard Disk Catalog" feature of QuikSave's restore program will allow you to search the catalog file for specific files. Since a catalog file is created for each configuration, it is possible to have up to 9 different catalog files.

Note: If you plan on having several different configurations it is important that they be mutually exclusive of each other. Here is an example; Jim's configuration includes files contained in Bill's sub-directory. Bill's incremental backups may not be accurate because Jim's recent backup caused the "Archive" bits in Bill's sub-directory to be reset. A "total" backup will reset all archive bits in all configurations.

THE STATUS SCREENS

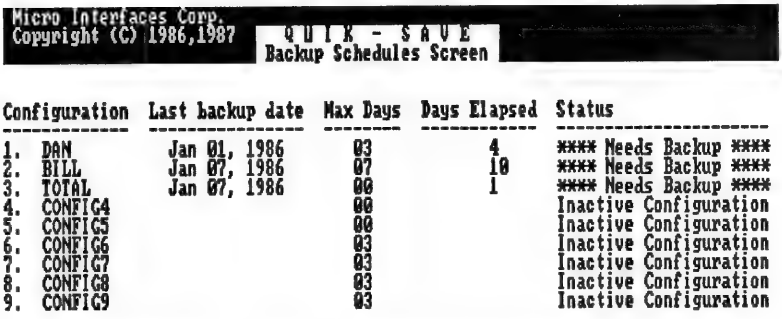
As we mentioned earlier, QuikSave's status screens provide you with warnings as well as important information about your last backup. Without these screens it would be very difficult to maintain current backup schedules. The status screens are the heart of the QuikSave Backup System, watching over you and your computer, and helping to ensure that backups are performed on schedule.


WARNING
One or more of your scheduled backups is overdue, to check
backup status and run Quiksave press F1, to abort press ESC

This screen can save your data! Believe it or not, the most common problem associated with the loss of data following a hard disk malfunction is simply forgetting to backup. QuikSave's warning screen will come up automatically when you boot up your system if any of your backup schedules are overdue.

QuikSave's configuration screens will allow you to assign backup schedules to up to 9 users or applications, such as Word Processing, Accounting, Etc. When any of the assigned schedules are overdue, the Warning screen will appear. You can then perform a preset backup of any of the 9 configurations, or abort the Warning. Pressing the "F1" key at the Warning screen will bring up the "Backup Schedules" status screen.

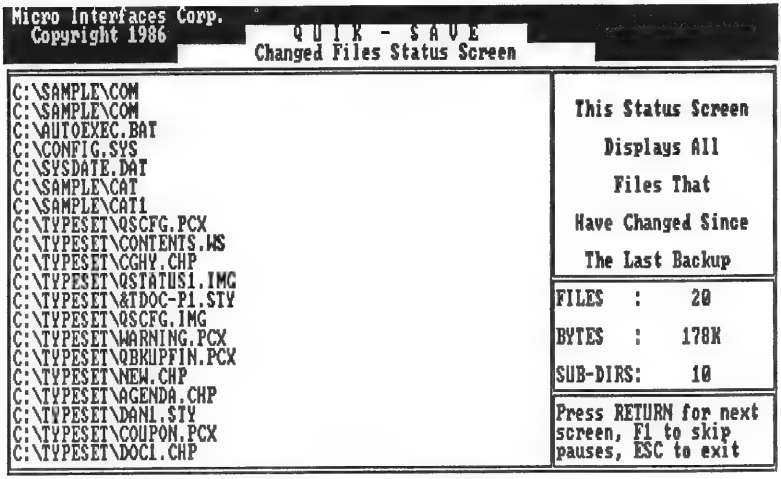
THE BACKUP SCHEDULES SCREEN


Micro Interfaces Corp.
Copyright (C) 1986,1987
QUIK - SAVE
Backup Schedules Screen
Configuration Last backup date Max Days Days Elapsed Status
1. DAN Jan 01, 1986 03 4 **** Needs Backup ****
2. BILL Jan 07, 1986 07 10 **** Needs Backup ****
3. TOTAL Jan 07, 1986 00 1 **** Needs Backup ****
4. CONFIG4 00 Inactive Configuration
5. CONFIG5 00 Inactive Configuration
6. CONFIG6 03 Inactive Configuration
7. CONFIG7 03 Inactive Configuration
8. CONFIG8 03 Inactive Configuration
9. CONFIG9 03 Inactive Configuration
Press F1 to view files that have changed since your last backup, or type the configuration number (1-9) to back up files defined in that configuration.
Enter your choice (F1, 1-9) or ESC to exit :

This status screen will tell you the date of your last backup, maximum days scheduled between backups, days elapsed since your last backup, and which of the 9 configurations needs to be backed up.

To immediately backup the schedules that are overdue, you need only choose a configuration by selecting the number corresponding with that configuration. QuikSave will immediately begin backing up the data specified in the selected configuration. Pressing F1 will bring up the Changed Status screen.

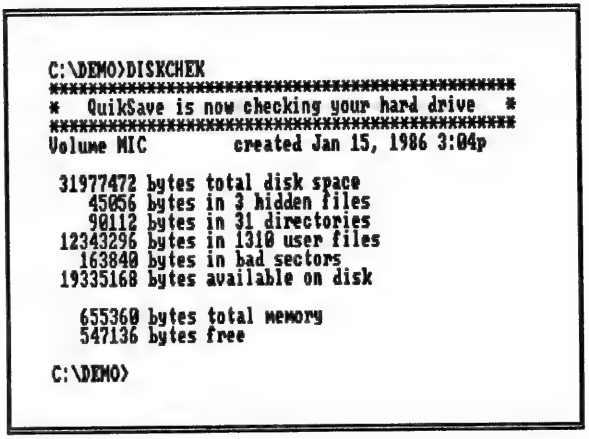
CHANGED FILES STATUS SCREEN



The Changed Files Status screen will provide you with information about all of the files that have been modified or created since your last backup. This screen displays a list of all files modified or created since the last backup, as well as the total number of bytes and sub-directories not backed up.

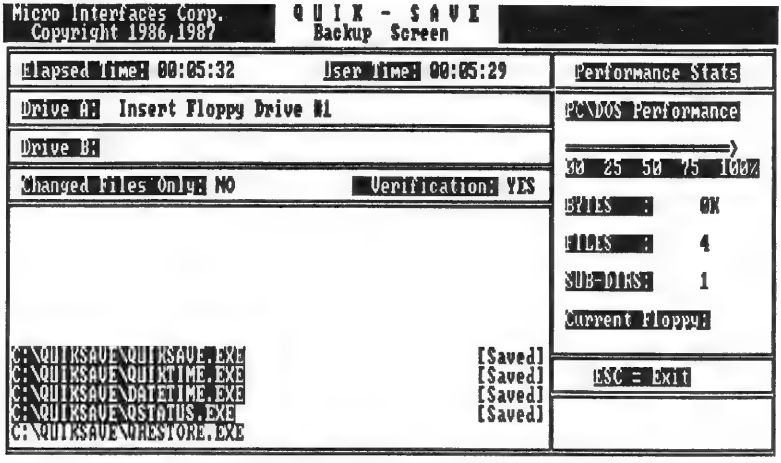
If there are too many files to fit on one screen, you can press "Return" to view additional screens, or press "F1" to skip pauses and view all files. After viewing changed files, you can return to the Backup Schedules screen and backup a particular configuration, or press "Esc" to exit back to DOS.

Note: The changed files status screen reflects information about the entire hard disk, not individual configurations.


C:\DEMO>DISKCHEK
****
* QuikSave is now checking your hard drive *
****
Volume MIC created Jan 15, 1986 3:04p
31977472 bytes total disk space
45056 bytes in 3 hidden files
90112 bytes in 31 directories
12343296 bytes in 1310 user files
163840 bytes in bad sectors
19335168 bytes available on disk
655360 bytes total memory
547136 bytes free
C:\DEMO>

This screen will appear each time QuikSave runs your DOS "CHKDSK" program, provided you have installed the "DiskChek" feature. The "CHKDSK" program will detect and correct "bad cluster" errors which can lead to total hard disk failure.

We recommend that you run the "CHKDSK" program periodically to help maintain the integrity of your hard disk. For more information about the "CHKDSK" program see your DOS manual.



The Operator Input screens appear whenever you are performing a backup, restore, or verify function. They are not used when performing a "Selective" restore or verify function. Their purpose is to provide the user with the system prompts and messages necessary to perform the function selected, as well as to provide performance statistics. Once you have selected a backup or restore configuration and have pressed the "F10" key to start the backup, an Operator Input screen will appear. Listed below are explanations for the various prompts and statistics displayed.

Elapsed Time- Indicates the total time required to backup, restore, or verify, including user time.

User Time- Indicates the time required for the computer operator to change disks.

Performance Stats

PC\DOS Performance- This indicator measures your PC's ability to transfer data during the backup. On most PC type systems this level will vary, depending on several factors such as the size of the files being backed up, and the clock speed of your computer. On most AT's and XT Turbo systems this indicator will stay at 100%, which indicates maximum efficiency.

Bytes- Indicates the total number of bytes backed up, restored, or verified.

Files- Indicates the total number of files backed up, restored, or verified.

Sub-Dirs- Indicates the total number of Sub-Directories backed up, restored, or verified.

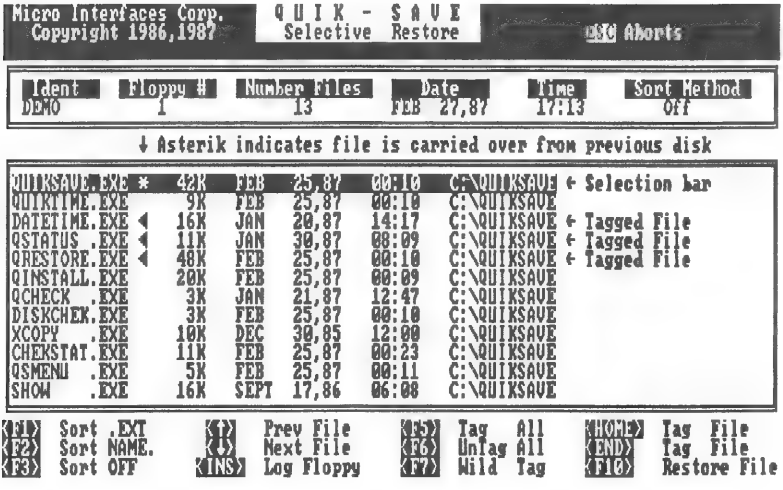
Drive A- This area is reserved for prompts and messages relating to your floppy drive A.

Drive B- This area is reserved for prompts and messages relating to your floppy drive B.

Changed Files Only- If "Yes" is selected, the backup will include only files that have been changed, or created since the last backup. If "No" is selected, the backup will include all files regardless of their previous backup status. For obvious reasons, this option is not included when restoring or verifying files.

Verification- If "Yes" is selected, all files will be verified during the backup. A "No" selection indicates that files will not be verified. This option is not available when restoring as there is a separate Verify function available. **We highly recommend verifying the backup.**

THE SELECTIVE SEARCH SCREEN


Micro Interfaces Corp.
Copyright 1986,1987
QUIK - SAVE
Selective Restore
ESC Aborts
Ident
DEMO
Floppy #
1
Number Files
13
Date
FEB 27,87
Time
17:13
Sort Method
Off
↓ Asterik indicates file is carried over from previous disk
QUIKSAVE.EXE * 42K FEB 25,87 00:10 C:\QUIKSAVE ← Selection bar
QUIKTIME.EXE 9K FEB 25,87 00:10 C:\QUIKSAVE
DATETIME.EXE ◄ 16K JAN 20,87 14:17 C:\QUIKSAVE ← Tagged File
QSTATUS .EXE ◄ 11K JAN 30,87 08:09 C:\QUIKSAVE ← Tagged File
QRESTORE.EXE ◄ 48K FEB 25,87 00:10 C:\QUIKSAVE ← Tagged File
QINSTALL.EXE 20K FEB 25,87 00:09 C:\QUIKSAVE
QCHECK .EXE 3K JAN 21,87 12:47 C:\QUIKSAVE
DISKCHEK.EXE 3K FEB 25,87 00:10 C:\QUIKSAVE
XCOPY .EXE 10K DEC 30,85 12:00 C:\QUIKSAVE
CHEKSTAT.EXE 11K FEB 25,87 00:23 C:\QUIKSAVE
QSMENU .EXE 5K FEB 25,87 00:11 C:\QUIKSAVE
SHOW .EXE 16K SEPT 17,86 06:08 C:\QUIKSAVE
(F1) Sort .EXT
(F2) Sort NAME.
(F3) Sort OFF
(↑) Prev File
(↓) Next File
(INS) Log Floppy
(F5) Tag All
(F6) Untag All
(F7) Wild Tag
(HOME) Tag File
(END) Tag File
(F10) Restore File

QuikSave's selective search screens give you the flexibilty you need when you want to restore ,verify, or search for specific files on your backup disks, and additionally to search for files on the Hard Disk Catalog File.. The selective search screens provide you with a directory of all the files on your backup disks and allow you to "tag" files to be verified or restored. A common use for this function would be to locate a file that had been accidentally erased, or to restore specific groups of files. *Note: An "Asterik" next to a file indicates that the file is carried over from a previous backup disk.* Listed below are explanations for the options and prompts available on the selective search screens.

Ident- Indicates the configuration identifier currently selected.

Floppy# -Indicates the number of the floppy currently logged into the system.

Number Files- Indicates the number of files on this floppy.

Date -Indicates the Date of the backup.

Time -Indicates the Time the backup occured.

Sort Method- Indicates the sort method selected ie. Name, Extension or Off.

Function keys for selective restore and verify are as follows:

<F1> Sort Ext- Sort files by extensions alphabetically

<F2> Sort Nam- Sort files alphabetically by name

<F3> Sort Off- No sort function selected

<Up Arrow> - Move to previous file

<Down Arrow> - Move to next file

<INS> - Logs on to different floppy with Insert key.

<F5> Tag All- Tags all files

<F6> Untag All- Untags all files

<F7> Wild Tag- Set wildcard search specifications

<Home> Tag File- Tags file, this key is adjacent to the up arrow key on most keyboards for easy access.

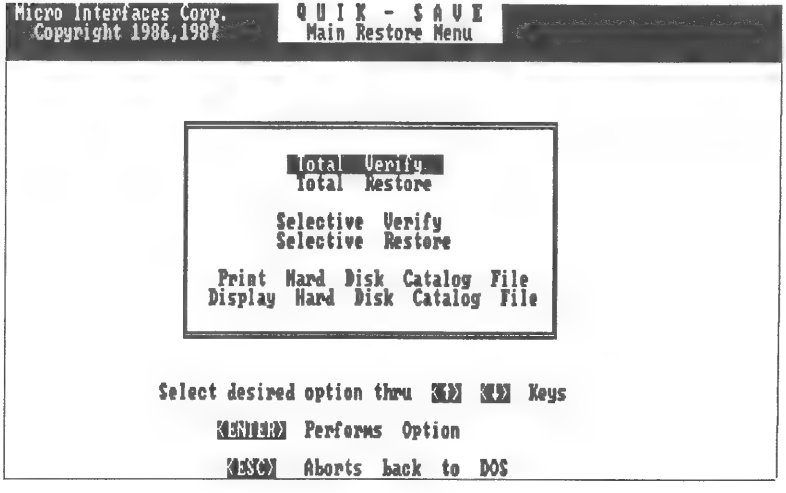
<End> Tag File- Tags file, this key is adjacent to the down arrow key on most keyboards for easy access.

<F10> Restore/Verify File- Restores or verifies a single file or all tagged files.

<S> Search First- This option is only available when using the "Display Hard Disk Catalog" feature. Allows you to search the catalog file for the first occurance of a specific file by Name or Extension.

<N> Search Next- This option is only available when displaying the hard disk catalog file. Searches the catalog file for the next occurance of a file meeting the search criteria as set in the "Search First" option.

RESTORE MAIN MENU SCREEN



This is a menu screen which will allow you to select Restore and Verify options, as well as allow you to Display or Print the Catalog files for any of the configurations currently in use.

Total Restore - Performs a total restore of your backed up data to your hard disk and optionally restores selected files.

Total Verify -Performs a total verify to compare the data on your backup disks with the data on your hard disk.

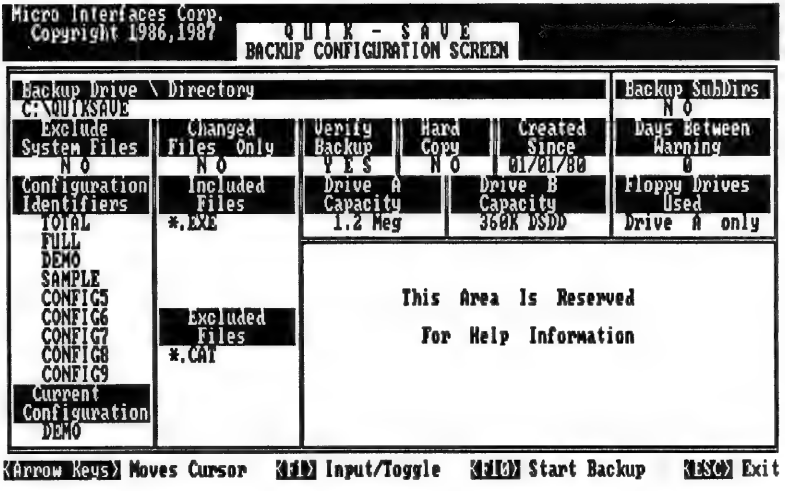
Selective Restore- Allows you to tag specific files to be restored as well as search for files.

Selective Verify -Allows you to tag specific files to be verified as well as search for files.

Print Hard Disk Catalog File- Allows you to make a hard copy of of the catalog files currently in use.

Display Hard Disk Catalog File- Allows you to display any of the catalog files currently in use and search for the location of specific files.

THE CONFIGURATION SCREEN



QuikSave's configuration screens provide you with a great deal of flexibility when performing a backup, restore or verify function. The purpose of the Configuration screens is to make it possible to perform a preset backup, verify or restore function, without having to specify the details each time a function is selected.

Once a configuration has been created, you can save it under a unique identifier name and activate it from within QuikSave, or directly from the DOS command line. The Configuration Screens will allow you to edit a variety of options which determine how the selected function is to be performed. QuikSave will allow you to create up to 9 different configuration schemes.

As an example, you could create a configuration that would backup all of your "Wordstar" data files from your Wordstar subdirectory and name this configuration "Word". You would then be able to perform this backup at any time simply by selecting the "Word" configuration from within QuikSave or by typing "QuikSave/Word" at the DOS command line. The "F1" key

allows you to either toggle an option, or edit an option. When you toggle an option, you are selecting either "Yes" or "No" or one of a variety of QuikSave defaults. Each time you move to another option, the Help window will change to reflect the appropriate Help information.

CONFIGURATION OPTIONS

The configuration screens are composed of various options which determine how a backup, restore, or verify function is to be performed. Listed below are descriptions of each of the configuration options. Note that some options are only available with certain functions ie.. Restore, Verify, etc..

Drive\Directory (All Functions)

This option will allow you to specify the source, or destination drive and directory to be backed up, restored, or verified.. As an example, **C:** in the backup configuration would indicate that you wanted to back up files located on drive "C" begining at the root level. You can specify multiple levels of directories such as **C:\WORDSTAR\SAMPLE** which would backup files located in the **\SAMPLE** subdirectory of your Wordstar directory. As with the other options, you must press "F1" before editing this option and you must include the drive letter followed by a colon, example "**C:**" *Note: Specifing a sub-directory when restoring will cause QuikSave to restore all files and sub-directories under the sub-directory indicated in the Restored Drive\Directory option.*

Backup Sub-Dirs (Backup Only)

This option can be toggled to "Yes" or "No" depending on whether you want to include sub-directories in the backup. When this option is toggled to "Yes", Quiksave will backup all levels of sub-directories below what is indicated as the starting directory in the Backup Drive\Directory option. As an example, if the Drive\Directory option is set to **C:** QuikSave will backup all directories and sub-directories of drive "C" starting at the root level. This option should always be set to "Yes" when performing a total backup.

Exclude System Files (Backup and Restore)

This option will allow you to excluded system files during the backup or restore. There are two reasons why you may not want to include system files. The first reason is that you save time during the backup by not including system files, and the second reason is that you can transport your backup disks to other computers, without DOS version compatibility problems.

Changed Files Only (Backup Only)

This option will allow you to backup only the files that have been changed or created since your last backup. This is referred to as an "Incremental" backup. If you select "Yes", QuikSave will only backup files that have been changed or created since your last backup. This feature will save you a great deal of time as you will only be backing up the new or changed files. Selecting "No" will indicate that you want to back up all files regardless of their previous backup status. *Note: You must perform a" total" backup before performing Incremental backups.*

Verify Backup (Backup Only)

When you select "Yes" to verify the backup, QuikSave compares the data on your floppies with the data on your hard disk to ensure that the data backed up is identical to your hard disk data. This is superior to the DOS verify command because DOS only verifies that the data can be read from the floppy without error. We **HIGHLY** recommend that you verify your backups. An alternative method of verifying a backup is to use the "Verify" option of QuikSave's Restore program to compare all files after the backup is complete.

Hard Copy (Backup and Restore)

Another one of QuikSave's unique features is its ability to print out a hard copy record of the backup, restore, or verify session. This is especially useful when performing a backup because the printout provides you with a directory of files

stored on each floppy disk. If you have a printer, we recommend that you store the directory information with your floppies for easy reference at a later date. If you select "Yes", you must have a printer connected to your system and on line.

Created Since (Backup Only)

Allows you to backup only the files that have been created since the date indicated. In most cases you will leave this date set to the default date of 01-01-80 or any previous date that will not exclude files you want to include in the backup.

Days Between Warning (Backup Only)

With this option, you select the frequency of backups best suited for this configuration. As an example, you may decide to backup your accounting data every day, while only backing up your word processing data once a week. To do this, you would create two separate configurations, setting the days between warnings to "0" for the accounting configuration, and "7" for the word processing configuration.

Configuration Identifiers (All Functions)

You may create up to 9 different backup configurations, each with its own unique identifier. Here are some examples of common configurations:

(1) "Total" This configuration could be set to perform a total backup of drive "C" once per week.

(2) "Word" This configuration could be set to backup all of the files in your "Wordstar" sub-directory once per week.

(3) "Jim" This configuration could be set to backup a specific employee's files on a daily basis.

You edit a configuration name by pressing the "F1" key and typing in a unique name of up to 8 characters. To select a particular configuration, you use the UP/DOWN arrow keys to move to the appropriate identifier and press the "F2" key.

The "Current Configuration" will change to reflect your selection. *Note: The Restore and Verify configurations are not usually saved, saving a Restore or Verify configuration will cause your Backup configuration to change.*

Included Files (All Functions)

This option allows you to specify up to 5 files or wildcard specifications to be included in the backup. Here are a few examples:

(1) ***.*** In the backup configuration, would back up all files regardless of name or extension

(2) ***.EXE** In the restore configuration, would restore all files with an extension of .EXE

(3) **SAMPLE** In the verify function of restore would verify the "SAMPLE" file.

*Note: There must be at least one specification in the include option or QuikSave will assume that you do not want to include any files in the selected function. We recommend leaving the first specifier set to the *.* specifier.*

Excluded Files (All Functions)

Works the same as "Included Files" only it allows you to set specifications for files to be excluded from the selected function.

Drive A Capacity (All Functions)

This option is set automatically when QuikSave is installed on your system. If you have a 1.2 Meg drive, you can set the capacity to 720K and use regular disks for the backup instead of the more expensive "High Density" disks. If you have a 3 1/2 inch drive, the capacity should be set to 720K. You cannot however set 360K drives to a higher capacity. If your drive capacity changes, simply re-install QuikSave and the capacity option will change to the appropriate value. Use the "F1" key to toggle the capacities.

Drive B Capacity (All Functions)

Works the same as Drive A capacity.

Floppy Drives Used (All Functions)

Allows you to select the floppy drives to be used during the backup. This value is also set automatically after you install QuikSave on your system. If you have a 2 drive system with-different capacities, QuikSave will default to drive "A". If you want to use both drives to backup, **they must be the same capacity!!!**

QUIK AND EASY TUTORIAL

This section of the manual provides you with simple exercises which will help you understand the basic concepts, and features of the QuikSave program. Refer to the first section of this manual for further explanation of concepts discussed here.

BEFORE YOU BEGIN

If QuikSave has not been installed on your computer, please install it before continuing. (Refer to the "Installation" chapter of this manual) We will assume that you are already familiar with the basic operation of your computer including:

- How Sub-Directories Are Used
- How Filename Extensions Are Used

STARTING OUT

You'll begin by learning the basics, such as how to create a backup configuration, and perform a selected backup. As you progress through this tutorial, you will learn how to Verify and Restore files, and also learn what QuikSave's "Status" screens can do for you. This tutorial requires that you have a blank diskette in drive "A" to be used as a "Demo" disk. **You should not remove this disk until you have finished the tutorial.**

!! IMPORTANT NOTICE !!

A VERY IMPORTANT NEW FEATURE ,"QSMENU" IS INCLUDED WITH THIS VERSION OF QUIKSAVE. BECAUSE THE "TUTORIAL" SECTION OF THIS MANUAL WAS PRINTED LAST, IT WAS POSSIBLE TO INCLUDE INSTRUCTIONS ON THE USE OF THIS FEATURE IN THE TUTORIAL. HOWEVER, THE "QSMENU" FEATURE IS NOT MENTIONED IN THE FIRST SECTION OF THIS MANUAL.

All instructions requiring you to perform a function are shown in *Italics*, and are preceded by the following symbol: > > All user-entered text is shown in **Bold** print. The Enter key (Sometimes referred to as the "Return" key) is shown as follows: **<Enter>**

Note: **Please remember, the light on your floppy disk drive(s) will remain on while you are performing a QuikSave function. This allows QuikSave to backup faster and will not harm your disks, or drives.**

EXERCISE 1

LEARNING THE BASICS

You will perform the following actions:

- Start the program
- Learn about the Backup Configuration screen
- Create a Backup configuration
- Save the configuration
- Perform a selected backup

STARTING THE PROGRAM

You can start QuikSave from the DOS "C" prompt, provided you are in the QuikSave Sub-directory.

» *Log on to the QuikSave Sub-directory by typing:*

CD\QUIKSAVE <Enter>

» *Bring up the main menu by typing:*

C:QSMENU <Enter>

The main menu screen appears providing you with a choice of 4 QuikSave functions.

» *Select the "Backup" function and press <Enter>*

The QuikSave Logo appears followed by the Backup Configuration screen. A configuration screen similar to this will appear whenever a Backup, Restore, or Verify function is selected. The only time you will not see a configuration screeen is when you perform a backup from the DOS command line.

The cursor is at the "Total" configuration identifier. You can create and save up to 9 different backup configurations. Prompts located at the bottom of the screen instruct you on how to move the cursor, toggle options, and start a function.

LEARNING ABOUT THE CONFIGURATION SCREEN

QuikSave's configuration screens provide you with a great degree of flexibility when performing a Backup, Restore, or Verify function.

» *Use the Up/Down, and Left/Right arrow keys to move the cursor to each option of the backup configuration screen, starting with the "Backup Drive\Directory" option. Review the "Help" information for each option. Do this until you are familiar with the function of each option.*

CREATE A BACKUP CONFIGURATION

Now that you know about the functions of the configuration options, you can start creating a backup configuration. In order to create a new configuration you must first select a configuration identifier to modify.

SELECT A CONFIGURATION IDENTFIER

» *Use the arrow keys to move the cursor to the "config3" identifier, press "F1" to name the configuration, and type:*

DEMO < Enter >

CONFIGURE BACKUP OPTIONS

To create a new backup configuration you must first configure the backup options.

BACKUP DRIVE \ DIRECTORY

This option allows you to specify the drive and directory to be backed up.

Note:To backup the entire drive you would specify the root directory as the starting point and include all sub-directories with the "backup sub-dirs" option.

» *Use the arrow keys to move the cursor to the "Backup Drive\Directory" option, Press "F1" to edit the option and type:*

C : \QUIKSAVE <Enter>

This tells QuikSave to perform a backup of the "QuikSave" Sub-directory of drive "C".

BACKUP SUB-DIRS

This option allows you to specify a backup of all Sub-directories below the directory specified in the "Backup Drive\Directory option. Since we only want to back up the QuikSave directory, this option should be set to "No".

» *Toggle to "No" by pressing "F1"* *<Enter>*

EXCLUDE SYSTEM FILES

This option allows you to exclude DOS system files from the backup.

» *Toggle to "No" by pressing "F1"* *< Enter>*

CHANGED FILES ONLY

This option allows you to backup only the files that have been created, or changed since the last backup.

Note: QuikSave must have a "Catalog" file to refer to when performing a "Changed Only", or "Incremental" backup. Therefore, you must perform a non-incremental backup before setting this option to "Yes". This applies to each configuration identifier.

» *Accept the default "No" and press <Enter>*

VERIFY BACKUP

This option tells QuikSave to verify the backup by comparing the data written to the backup disks with the data on your hard disk.

Note: It is highly recommended that you verify your backups. However, this will increase the time required to backup.

» *Accept the default "Yes" and press <Enter>*

HARD COPY

This option allows you to print out a directory of files stored on each backup disk.

» *Accept the default "No" and press <Enter>*

CREATED SINCE

This option allows you to backup only the files that have been created since the date indicated.

» *Accept the default "01/01/80" and press < Enter>*

DAYS BETWEEN WARNING

This option allows you to select the amount of days between "Failure to Backup" warnings.

» *Press "F1" and type:* **0** *<Enter>*

Note: This is the correct setting for daily backups.

INCLUDED FILES

This option allows you to specify a specific file, or files to be included in the backup.

» *Press "F1" and type:* ***.EXE** *<Enter>*

» *Use the down arrow key to move the cursor to the "Excluded" files option*

Note: You must have at least one entry in the "Included Files" option or QuikSave will assume that you do not want to include any files.

EXCLUDED FILES

This option allows you to specify a specific file, or files to be excluded from the backup.

» *Press "F1" and type:* ***.CAT** *<Enter>*

Note: QuikSave automatically copies the catalog file to the last backup disk during all backups. This will give you a backup of the catalog file should your hard disk crash.

At this point you have selected all of the options that are normally selected when configuring a backup. The 3 options not selected; **"Drive A Capacity"**, **"Drive B Capacity"**, and **"Floppy Drives Used"** are set automatically by QuikSave's "Install" program, and are not usually changed. You are now ready to save the new configuration.

SAVING THE CONFIGURATION

» *Use the arrow keys to move the cursor to the "Demo" configuration and press "F3" to save the configuration.*

Note: You should save any new configurations you create before begining a backup. Once a configuration has been saved it can be called up at any time.

PERFORM A PRESET BACKUP

Now that you have saved the configuration you are ready to start the backup. **Before you start the backup, make sure that you have a blank diskette in Drive "A".**

Note: If QuikSave detects a defective floppy during the backup, you will be prompted to discard the defective floppy and insert a new floppy disk. We recommend that you always use high quality disks when backing up.

» *Start the backup by pressing the "F10" key.*

QuikSave begins backing up the directories and files specified in the configuration just created. You can pause the backup, or any other function at any time by pressing the "Space" bar. A catalog file named "Demo.Cat" is created and copied to the last backup disk, and to the QuikSave Sub-directory of your hard disk.

» *When the backup is complete enter any key to exit to the main menu.*

Note: QuikSave sets the "Archive" bits for each file after the backup is complete. This can take as long as 30 to 45 seconds, depending on how many files were backed up.

The main menu screen appears, you are finished with the back-up exercise.

VERIFYING THE BACKUP

You will perform the following actions:

- Start the Restore program
- Learn about the Verify configuration
- Perform a Total Verify
- Perform a Selective Verify
- Learn how to Tag files

STARTING THE RESTORE PROGRAM

The Restore program can be run from the hard disk, or from the QuikSave distribution disk. For this demonstration we will run the Restore program from the hard disk.

» *Use the arrow keys to select the "Restore-Verify-Catalog" function and press <Enter>*

The Restore program loads and the Restore Main Menu appears. The Restore program enables you to perform the following functions; Total Verify, Total Restore, Selective Verify, Selective Restore, Print Hard Disk Catalog File, and Display Hard Disk Cataog File.

LEARNING ABOUT THE VERIFY CONFIGURATION

The Verify and Restore configuration screens are very similar to the Backup configuration screen. The options selected when the Backup configurations are created are carried over to the Verify and Restore configurations. We **do not** recommend saving changes made to the Verify and Restore configurations as these changes will be reflected in your Backup configurations.

» *Select the Total Verify function and press <Enter>*

» *Use the Up/Down, and Left/Right arrow keys to move the cursor to each option of the "Total Verify" configuration screen. Review the "Help" information for each option. Do this until you are familiar with the function of each option.*

Note: You will notice that four of the options are not available, this is because these options must always be set to "Include" when verifying files.

PERFORM A TOTAL VERIFY

Since we are going to perform a Total Verify of the files backed up using the "Demo" configuration, you must first select the "Demo" configuration.

» *Use the arrow keys to move the cursor to "Demo" and press "F2"*

» *Press "F10" to start the Verify function.*

QuikSave begins Verifying the data on the backup disks with the data on your hard disk.

Note: When QuikSave "Verifies" a file it is verifying that the file on your backup disk is an exact duplicate of the corresponding file on your hard disk. You will notice that the directory, and files being verified are the same as those saved with the "Demo" backup configuration.

» *Enter any key to exit back to the main menu*

PERFORM A SELECTIVE VERIFY

» *Select the "Restore-Verify-Catalog" function, press <Enter>*

» *Use the arrow keys to select the "Selective Verify" function and press <Enter>*

The selective verify configuration screen appears.

» *Use the arrow keys to move the cursor to each option and review the help information.*

Note: You will notice that some of the options are not available with this function.

SELECT A CONFIGURATION

» *Use the arrow keys to move the cursor to "Demo" and press "F2" to select this configuration.*

» *Start the selective verify function by pressing "F10"*

The selective verify input screen appears and requests that you insert a backup disk into drive "A". Make sure the "Demo" disk is still in drive "A".

» *Press any key to log in the "Demo" backup disk*

A directory of the files stored on the "Demo" backup disk is displayed. You will notice that the first file in the directory is highlighted by the selection bar.

» *To demonstrate how the selection bar works, use the UP/DOWN arrow keys to move the selection bar to the last file in the directory.*

Note: You will notice that the "QuikSave" sub-directory does not appear in the "Drive\Directory" option when performing the Restore and Verify operations . This is because QuikSave will automatically Restore, or Verify the directories originally backed up.

TAGGING FILES

In order to selectively verify a specific file, or group of files, you must first "Tag" the desired files. QuikSave's "Wild Tag" feature allows you to search for, and tag specific files. Let's demonstrate this by tagging all files beginning with the letter "Q".

» *Press "F7" to enable the wildcard search mechanism.*

All of the DOS wildcard specifiers are supported when performing a wild tag function. We want to tag all files beginning with the letter "Q".

» *At the name prompt type:* **Q*** *<Enter>*

» *Accept the default for the "Ext" search specification, and press <Enter>*

QuikSave tags all the files beginning with "Q". A tagged file is indicated by a < left arrow symbol next to the filename.

VERIFYING TAGGED FILES

» *Press "F10" to start the verify function.*

QuikSave verifies all of the tagged files.

» *Enter any key to exit the verify operation just completed*

TAGGING A SINGLE FILE

You should untag all files before attempting to tag a specific file.

» *Untag all files by pressing "F6"*

To verify a single file you must first tag the appropriate file.

» *Use the UP/DOWN arrow keys to move the highlighted selection bar to the "INSTALL..EXE" file.*

» *Tag this file by pressing the "END" key*

Note: You will notice that the "HOME" and "END" keys are located adjacent to the UP/DOWN keys on most keyboards for convenience.

» *Verify the "INSTALL" file by pressing "F10"*

» *When the Verify is complete enter any key to exit this operation*

» *Press "Esc" to return to the main menu*

The main menu screen appears, you are finished with the verify exercise.

EXERCISE 3

RESTORING THE BACKUP

- You will perform the following actions:
- Start the Restore program
- Learn about the Restore configuration
- Perform a Total Restore
- Perform a Selective Restore

STARTING THE RESTORE PROGRAM

» *Select the "Restore-Verify-Catalog" option of the main menu and press < Enter>*

The Restore program loads and the Restore Main Menu appears.

LEARNING ABOUT THE RESTORE CONFIGURATION

As with the "Verify" and "Backup" configuration screens, you should familiarize yourself with Restore configuration options. The options selected when the Backup configurations are created are carried over to the Restore configuration. We **do not** recommend saving changes made to the Restore configurations as these changes will be reflected in your Backup configurations.

» *Select the Total Restore function and press <Enter>*

» *Use the Up/Down, and Left/Right arrow keys to move the cursor to each option of the "Total Restore" configuration screen. Briefly review the "Help" information for each option.*

Note: You will notice that all of the options are available with this function.

PERFORM A TOTAL RESTORE

Since we are going to perform a Total Restore of the files backed up using the "Demo" configuration, you must first select the "Demo" configuration.

» *Use the arrow keys to move the cursor to "Demo" and press "F2"*

» *Press "F10" to start the Restore function.*

QuikSave begins Restoring the data on the "Demo" backup disk to the "QuikSave" sub-directory of your hard disk.

Note: You will notice that the files being restored are the same files saved with the "Demo" backup configuration.

» *When the Restore is complete, enter any key to exit back to the main menu*

PERFORM A SELECTIVE RESTORE

» *Select the "Restore-Verify-Catalog" option and press <Enter>*

» *Use the arrow keys to choose the "Selective Restore" function and press <Enter>*

The selective Restore configuration screen appears.

» *Use the arrow keys to move the cursor to each option and briefly review the help information.*

Note: You will notice that some of of the options are not available with this function.

» *Press "F10" to start the restore function.*

QuikSave restores all of the tagged files

» *Enter any key to exit the restore operation just completed .*

TAGGING A SINGLE FILE

As we explained earlier you should untag all files before attempting to tag a specific file.

» *Untag all files by pressing "F6"*

To restore a single file you must first tag the appropriate file.

» *Use the UP/DOWN arrow keys to move the highlighted selection bar to the "README.1ST" file.*

» *Tag this file by pressing the "END" key*

» *Restore the "README.1ST" file by pressing "F10"*

» *Enter any key to exit this operation*

» *Press "Esc" to exit back to the main menu*

The main menu screen appears, you are finished with the restore exercise.

DISPLAY CATALOG FILE - CHECK BACKUP STATUS

You will perform the following actions:

- Start the Restore program
- Display the Catalog file
- Search for a file
- Exit the restore program
- Check Backup Status

STARTING THE RESTORE PROGRAM

» *Select the "Restore-Verify-Catalog" option of the main menu and press < Enter>*

The Restore program loads and the Restore Main Menu appears.

DISPLAYING THE CATALOG FILE

» *Select the "Display Hard Disk Catalog File" option and press <Enter>*

A "Configuration Selection" screen appears. This screen allows you to select the catalog file to be displayed by choosing the appropriate configuration identifier.

» *Choose the "Demo" configuration by typing:* **3**

The "Display Hard Disk Catalog File" screen appears. This screen allows you to view the directories of each of the backup disks without having to refer to the actual disks. A common use for this feature would be to determine which backup disk contained a particular file.

SEARCH FOR A FILE

The search feature of the "Display Hard Disk Catalog File" screen is very similar to the "Wild Tag" feature of the "Selective Restore" and "Selective Verify" screens. To demonstrate how to search for the location of a particular file, we will locate a file named "QUIKSAVE.CRC".

» *Press " S" to activate the "Search First" feature.*

Note: The DOS wildcard specifiers are supported when searching for files.

» *At the "Name" specifier type:* **QUIKSAVE** *<Enter>*

» *At the "Ext" specifier type:* **CRC** *<Enter>*

The "QUIKSAVE.CRC" file is tagged, and highlighted by the selection bar.

MULTIPLE SEARCH

» *Press " S" to set new search specifications*

» *Accept the default for the "Name" specifier and press <Enter>*

» *At the "Ext" specifier type:* **EXE** *<Enter>*

Quiksave tags all files with an "EXE" extension. You will notice that the first file meeting the search criteria is highlighted by the selection bar.

» *Press " N" to search for the next occurance of a file meeting the search criteria.*

» *Press "F1" to sort the current directory*

QuikSave sorts the current directory alphabetically by filename extensions. You will notice that the files tagged earlier are still tagged.

» *Press "F2" to sort the directory alphabetically by filename.*

QuikSave displays all filenames in alphabetical order.

» *Press "F3" to turn the sorting feature off*

The files in the directory are now displayed in the order in which they were backed up.

Note: During normal daily operation, a search operation will usually span several backup disks. The information displayed at the top of the screen will tell you which backup disk contains the specified files.

» *Press "Esc" to exit back to the main menu*

CHECK BACKUP STATUS

» *Select the "Check Backup Status" option and press <Enter>*

The "Backup Schedules" screen appears. This screen provides important information about the current backup status for each of the 9 available configurations.

» *Briefly review the information displayed on this screen. As you can see, this screen also allows you to backup a particular configuration, or view the files that have changed on your hard disk since the last backup.*

Note: An "Inactive Configuration" is a configuration that has not been configured yet.

» *Press "Esc" to exit back to the main menu*

Note: This tutorial does not demonstrate the "Check Hard Disk" option of the main menu because we cannot assume that you have elected to install this feature. If you have installed this feature you can use this option to automatically run the DOS "CHKDSK" program to check for hard disk errors.

» *Press "Esc" to exit back to DOS*

This concludes the "Quik and Easy" tutorial.

Manually Installing QuikSave Features

If you have elected not to have QuikSave modify your "Autoexec.Bat", and "Config.Sys" files, you must create, or modify these files manually. You can use a text editor, or word processor to create these file. If you are going to use a word processor to create these files, make sure the word processor program does not insert "Control" characters into the text. The DOS "COPY CON" command can also be used to create these files. Listed below is the text that must be included in the "Autoexec.Bat", and "Config.Sys" files in order to install QuikSave's features.

The "Autoexec.Bat" file must include the following text;

PATH C:\QUIKSAVE

Sets path to the "QuikSave" sub-directory at boot up so that the QuikSave features can be activated. If you elect to install the "DiskChek" option you must add the sub- directory that contains the DOS "CHKDSK.COM" file to the path. As an example, if your DOS system files were in a sub-directory named "SYS" you would indicate the path to be PATH C:\QUIKSAVE;C:\SYS

DATETIME

Installs the "DateTime" feature which requires that you input a correct Date and Time at boot up time.

QUIKTIME

Installs the "Warning" feature which will monitor your backup status and warn you when backup's are overdue.

DISKCHEK

Installs the "DiskChek" option which will automatically run your DOS "CHKDSK" program every time you boot up your system.

DISKCHEK ASK

Installs the "DiskChek" option but requests operator comfirmation before running your DOS "CHKDSK" program. You should only include one diskchek option.

Note: Any commands added to your "Autoexec.Bat" file must be added BEFORE any commands in your existing "Autoexec.Bat" file.

The following text should be added to your "Config.Sys" file;

FILES = 20

Sets the number of files which can be opened.

BUFFERS = 20

Allocates the buffer size.

Note: The size of the buffers can be increased to speed up QuikSave's operation. See your DOS manual for more information about "Files" and "Buffers".

Appendix B

Hints and Tips

1. You can make QuikSave run faster by increasing the size of the buffers in the "Config.Sys" file. Here is an example;

BUFFERS=99

This will cause QuikSave to run much faster, however this may effect the operation of your other programs. See "Appendix A" and your DOS manual for more information.

2. You can run QuikSave directly from the DOS command line and bypass the configuration screens. Here is an example;

QUIKSAVE/DEMO

This performs a backup of the "Demo" configuration. This feature allows you to set up DOS batch files to automatically backup certain configurations .

3. You can decrease the time required to backup by excluding files which do not change. Files that are a good candidate for exclusion include .EXE and .COM files. **Make sure you have a backup of these files or master disks containing these files before you exclude them from the backup.**

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